

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

POSITION TITLE AND NUMBER:
Logistics Management Specialist
8064900
862198

GRADE AND SALARY:
GS-0346-09 \$44,933 - \$58,417 per annum

ANNOUNCEMENT #: ANG 2008-04

OPENING DATE: 25 January 2008
CLOSING DATE: 25 February 2008

ANTICIPATED FILL DATE: 01 April 2008

UNIT/ACTIVITY AND DUTY LOCATION:
245th Civil Engineering Squadron,
NCANG, Charlotte, NC

EMPLOYMENT STATUS:
Excepted Service

WHO CAN APPLY: TECHNICIAN: The area of consideration for this position is NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Dates reflected in KSA's must mirror dates listed on application.

NOTE: Information that must be provided when applying for a technician position is as follows:
announcement number; name; address; telephone number; social security number; date of birth;
citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: JFHO-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 24 months experience which demonstrates the applicant has acquired the below listed KSA's.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172/6431.

1. Knowledge of the organization and functions of areas involved in providing logistical support.
2. Skill in integrating the actions of two or more specialized support activities for the purpose of meeting program goals.
3. Skill in working with persons at various levels and backgrounds.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG. AFSC:
2G0X1, 3EXXX, 2S0XX, 3S3X1

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: The incumbent is responsible for the organizational logistics activity to ensure effective material and equipment support to Base Civil Engineering. Plans, formulates, analyzes, and coordinates budget submissions. Performs trend analysis of past utilization of items, supplies and other material to identify and determine future requirements. Records expenditures and maintains current on-hand balances. Reconciles Project Funds Management Record documents for the function. Provides financial accounting data to Resource Advisor. Serves as the focal point for the Zero Overpricing Program. Ensures that tools and equipment are maintained in serviceable condition by performing visual and operational checks. Tracks operational and performance data on tools and equipment to provide feedback for appropriate activity. Directs repair of tools and equipment. Ensures timely calibration of equipment. Manages and directs programs in support of deployment requirements. Serves as the primary point of contact between deployment work centers for all deployable assets. Maintains Team Kit and Consolidated Tool Kits in accordance with published guidance. Establishes a mobility bag management program. Ensures all shelf life items are current. Serves as a representative at conferences, working groups and meetings dealing with deployment, equipment, and reviews. Reports data to the CE Status of Resources and Training System (SORTS) monitor. Plans and ensures proper palletizing and marking of equipment and transportation of hazardous/sensitive materials. Coordinates movement of equipment and material by all modes of transportation. Manages the Material Safety Data Sheet master file. Ensures hazardous/sensitive materials or equipment are properly stored, labeled, and proper disposal procedures are followed. Ensures safety equipment is on hand and serviceable. Manages equipment accounts. Requisitions all materials, equipment, and services necessary to support the function, to include self-help projects. Requires a high level of expertise and knowledge of specialized equipment and the ability to determine suitable substitutes. Monitors source allowances, validates requests, and processes documentation to procure equipment. Maintains/utilizes current federal supply catalogs, stock lists, GSA catalogs, cross-reference lists, commercial manufacturers parts lists and catalogs. Performs research to identify items by stock number or by stock class and part number, item specifications, quantity, availability, recommended source of procurement, unit price, total cost, and sole source justification, as applicable. Operates and manages storage facilities, to include geographically separated units and training sites. Reports material status of work order/job order requirements. Manages a program to ensure material/tool discipline is maintained in all CE cost centers. Searches files to determine stock replenishment levels for bench/shop stock for centrally controlled supplies and other material within funding limitations. Serves as liaison for materials and services purchased by contract. Receives, accepts, and submits purchase request for materials or for services performed by contract (i.e., lumber, sand, gravel, rock, concrete, and asphalt delivered in bulk). Ensures all items or services for which there are a warranty or guarantee are identified and exercised when appropriate. Monitors, controls, and manages computerized status files concerning tools, equipment, and materials on order. Performs quality assurance by reviewing management data to ensure materials and tools are returned in a timely manner. Ensures documentation is complete and cost data is correct in all computer files. Takes action to cancel outstanding requisitions or transfer material to residue. Closes out material cost data for work orders/job orders. Performs vehicle control responsibilities. Determines vehicle requirements, monitors vehicle status and training program, and reports and investigates incidents. Attends vehicle authorization and utilization board meetings. Monitors due-in-from-maintenance assets. Processes initial issues and turn-ins, and monitors assets listings. Provides munitions forecasting data for CE requirements. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. A permanent changes of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment..

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, O, W-2, Y-2, R: HRO1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1